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QUARTERLY REPORT
FOR QUARTER ENDING 30 JUNE 1970
1 JULY 1970

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

PART I

HOLDINGS OF EACH COMPONENT BY CATEGORY OF RECORDS
EXPLANATION OF CATEGORIES OF RECORDS STORED AT THE ARCHIVES & RECORDS CENTER

INACTIVE OFFICE RECORDS

These are records created by all components of the Agency in the normal course of their operations. The records are retired to the Archives and Records Center when they become inactive and in accordance with approved Records Control Schedules.

VITAL RECORDS

These are records essential to the continuity of Agency operations during an emergency. This is to provide for operations at the relocation site and to back up certain daily operations at Headquarters. Since these are copies and duplicates of current active records in the offices, these Vital Records are stored and totaled separately from Archival and inactive office records holdings.

SUPPLEMENTAL DISTRIBUTION
COPIES OF REPORTS & MAPS

This is the reserve stock of Agency produced finished intelligence reports and maps held at the Archives and Records Center for immediate release to Agency Components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.

ARCHIVAL RECORDS

These are records of enduring value to the Agency as a whole and document the mission and function of the Agency. They are normally the records identified as Permanent in the Records Control Schedules and have been separated from the other inactive office records with the assistance of the component Records Management Office.

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DCI	ODCI	190	3		193
STUDIES IN INTELL.					
	CABLE	814	81	28	895
	HS	9			9
	PA	41			41
	OPPB	59	6		65
	OLC	94		6	100
	OGC	69	2	2	73
	OIG	46			46
	ONE	84	15	90	189
	NIPE	13			13
	SAVA	26			26
	DIA		5		5
	NSC	278			278
TOTALS FOR DCI AREA		1,723	112	126	1,961

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDI	ODD	28	0	0	28
	IRS	15			15
	DCS	1,551	15		1,566
STATSPEC		326	3	222	551
	OER	311	4	166	481
	OBGI	367	3,126	12,873	16,366
	OCI	119	8	5	132
	CRS	8,763	1,039	391	10,193
	NPIC	246	1,349	712	2,307
	OSR	23	46	149	218
TOTALS FOR DDI AREA		11,749	5,590	14,518	31,857

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDP	AF	Retired by RID	22		22
	MPS	" " "	12		12
	CA	" " "	4	68	72
	CCS	" " "	15		15
	CI	" " "	18		18
	DOD	" " "	1		1
	EUR	" " "	43		43
	FE	" " "	55		55
	FI	" " "	4		4
25X1A		1,239	1		1,240
	NE	Retired by RID	15		15
	PC	" " "	1		1
	RID	20,622	445		21,067
	SB	Retired by RID	39		39
25X1A		" " "	6	26	32
	TSD	744	6		750
	WH	Retired by RID	50		50
TOTALS FOR DDP AREA		22,605	737	94	23,436

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDS	ODD	80	1		81
	SSS	15	3	322	340
	OS	3,289	14		3,303
	OTR	529	133		662
	OP	1,614	45		1,659
	OL	2,264	41	2	2,307
	OC	623	13		636
	OMS	1,189	6		1,195
	OF	11,183	49		11,232
TOTALS FOR DDS AREA		20,786	305	324	21,415

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AREA	OFFICE	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. REPORTS & MAPS	OFFICE TOTAL
DDS&T	ODD	65			65
	FMSAC	908	12	69	989
	ORD	98			98
	OSA	707	1		708
	OSI	1,002	30	255	1,287
	OCS	91	16		107
	OEL	133		9	142
	SPINT	27	1		28
	OSP	374			374
TOTALS FOR DD/S&T AREA		3,405	60	333	3,798

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	INACTIVE RECORDS	VITAL RECORDS	SUP. DIST. (REPORTS & MAPS)	ARCHIVAL RECORDS	TOTAL HOLDINGS
AGENCY TOTALS	60,268	6,804	15,395	13,739	96,206

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PART II

HOLDINGS OF INACTIVE OFFICE RECORDS LISTED BY DISPOSITION CODE

THE RECORDS ARE LISTED BY AREA, OFFICE, DISPOSITION CODE AND VOLUME WITH A TOTAL FOR EACH DISPOSITION CODE FOR EACH OFFICE, THE TOTAL INACTIVE OFFICE RECORDS FOR EACH OFFICE AND THE TOTAL INACTIVE OFFICE RECORDS FOR EACH AREA:

EXPLANATION OF DISPOSITION CODES

1 - PERMANENT RECORDS

These are records identified as records of enduring value by existing Records Control Schedules and will eventually be processed into the Agency's Archival Records.

2 - TEMPORARY RECORDS

These are records that have a definite disposition instruction in existing Records Control Schedules and will be pulled from the shelf and destroyed when the specified time has elapsed.

3 - INDEFINITE RECORDS

The disposition instructions for these does not provide for destruction but instead calls for some future action to be taken prior to destruction.

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DCI	DCI	172	14	4	190
	CABLE SEC.	77	531	206	814
	HS	9	0	0	9
	PA	5	36	0	41
	OPPB	50	9	0	59
	OLC	79	15	0	94
	OGC	69	0	0	69
	OIG	34	7	5	46
	ONE	82	2	0	84
	NSC	278	0	0	278
	SAVA	26	0	0	26
	NIPE	13	0	0	13
	TOTALS	894	614	215	1,723
	PER CENT	52	36	12	

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDI	ODD	26	2	0	28
	IRS	4	4	7	15
	DCS	119	330	1,102	1,551
STATSPEC	██████████	266	29	31	326
	OER	114	195	2	311
	OBGI	252	0	115	367
	OCI	74	42	3	119
	CRS	3,404	459	4,900	8,763
	NPIC	48	96	102	246
	OSR	4	19	0	23
	TOTALS	4,311	1,176	6,262	11,749
	PER CENT	36.6	10.2	53.2	

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
25X1A	DDP [REDACTED]	776	30	433	1,239
	TSD	236	11	497	744
	*RID	1,317	196	19,109	20,622
	TOTALS	2,329	237	20,039	22,605
	PER CENT	10.3	1.1	88.6	

*All DDP Inactive Records Except those from TSD & [REDACTED] are Retired by RID

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDS	ODD	80	0	0	80
	SSS	15	0	0	15
	OS	38	2,898	353	3,289
	OTR	223	253	53	529
	OP	67	1,427	120	1,614
	OL	136	2,092	36	2,264
	OC	171	452	0	623
	OMS	68	1,121	0	1,189
	OF	666	9,283	1,234	11,183
	TOTALS	1,464	17,526	1,796	20,786
	PER CENT	7.1	84.3	8.6	

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AREA	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DD/S&T	ODD	38	25	2	65
	FMSAC	11	892	5	908
	ORD	82	16	0	98
	OSA	393	313	1	707
	OSI	289	702	11	1,002
	OCS	8	67	16	91
	OEL	110	23	0	133
	OSP	294	76	4	374
	SPINT	22	0	5	27
	TOTALS	1,247	2,114	44	3,405
	PER. CENT	36.6	62.1	1.3	

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	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
AGENCY TOTALS	10,245	21,667	28,356	60,268
PER CENT	17	36	47	

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